



GSA Carbon Footprint Tool Scope 3 Commuter Survey



Federal Acquisition Service

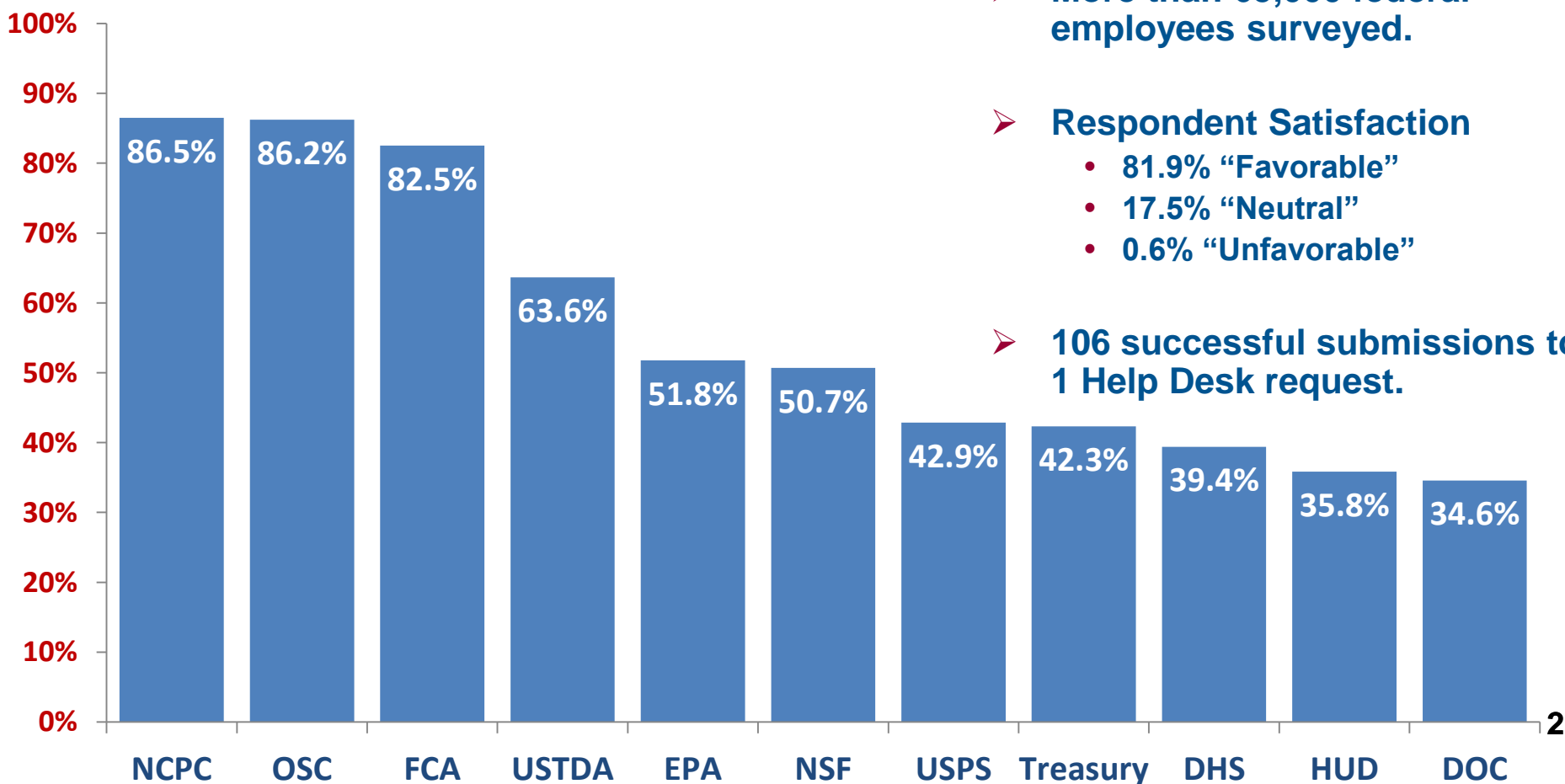
Scope 3 Commuter Survey: *FY 2011 Results*

➤ More than 65,000 federal employees surveyed.

➤ Respondent Satisfaction

- 81.9% "Favorable"
- 17.5% "Neutral"
- 0.6% "Unfavorable"

➤ 106 successful submissions to 1 Help Desk request.





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Scope 3 Commuter Survey: Pre-survey Setup

- Developed through CEQ, DOT Volpe, DOE FEMP, and GSA collaboration.
- Pre-deployment checklist of mission critical activities.
- Ability for senior management engagement to describe survey purpose, use, confidentiality.
- Results can be captured by individual site or by zip code.
- Include only the 8 required questions or select from 23 optional questions for additional analytics.

Survey setup allows flexibility for capturing results by site or zip code

Include only the 8 required questions or select from 13 optional questions for additional analytics.

Pre-deployment, deployment, and reminder email templates provided to simplify and standardize process

Questions

Included	Question
<input checked="" type="checkbox"/>	1. Please select your operating administration or office:
<input type="checkbox"/>	2. Please enter your organization code or other office identification code used by your agency. If you are not sure what to enter in the box, select "N/A".
<input checked="" type="checkbox"/>	3. Begin typing your work zip code and select your work site from the list that will appear below. If your site does not appear on the list, select "Site not found". If you telework 100% of the time, select "Telework 100% of the time".
<input checked="" type="checkbox"/>	4. What is the five-digit zip code at your primary duty station? (e.g., 20590, 02142)
<input checked="" type="checkbox"/>	5. What is your employment status?
<input checked="" type="checkbox"/>	6. How did you travel TO WORK each day during a TYPICAL week? If you select "N/A" for transportation method, select "N/A" for # Miles.
<input checked="" type="checkbox"/>	7. What is the average total number of people in the Carpool?
<input checked="" type="checkbox"/>	8. Did you use the same method(s) of transportation indicated conclude your survey?
<input checked="" type="checkbox"/>	9. How did you travel FROM WORK each day during a TYPICAL week?
<input checked="" type="checkbox"/>	10. What is the average total number of people in the Carpool?
<input type="checkbox"/>	11. Thinking about last year, what would you say is your PRM?
<input type="checkbox"/>	12. How often do you typically spend a full workday teleworking?

Invitation Email

Invitation Email Subject: [ORGANIZATION NAME] Employee Commuting Survey: [SURVEY URL]

Dear [ORGANIZATION NAME] employee,

We are conducting a short survey to help our agency measure and report on our Environmental and Economic Performance.

Your responses are completely confidential and the survey should take no more than 10 minutes of your time.

Please do not send your unique survey link to anyone else. Only a representative sample of federal employees will receive this survey, and each survey can only be completed once. Please click here to complete the survey: [UNIQUE USER SURVEY URL]

This survey closes at 11:59pm on [SURVEY END DATE].

If you experience any problems while taking this survey, please follow this link for assistance: gsa-survey@nicc.nobis.org

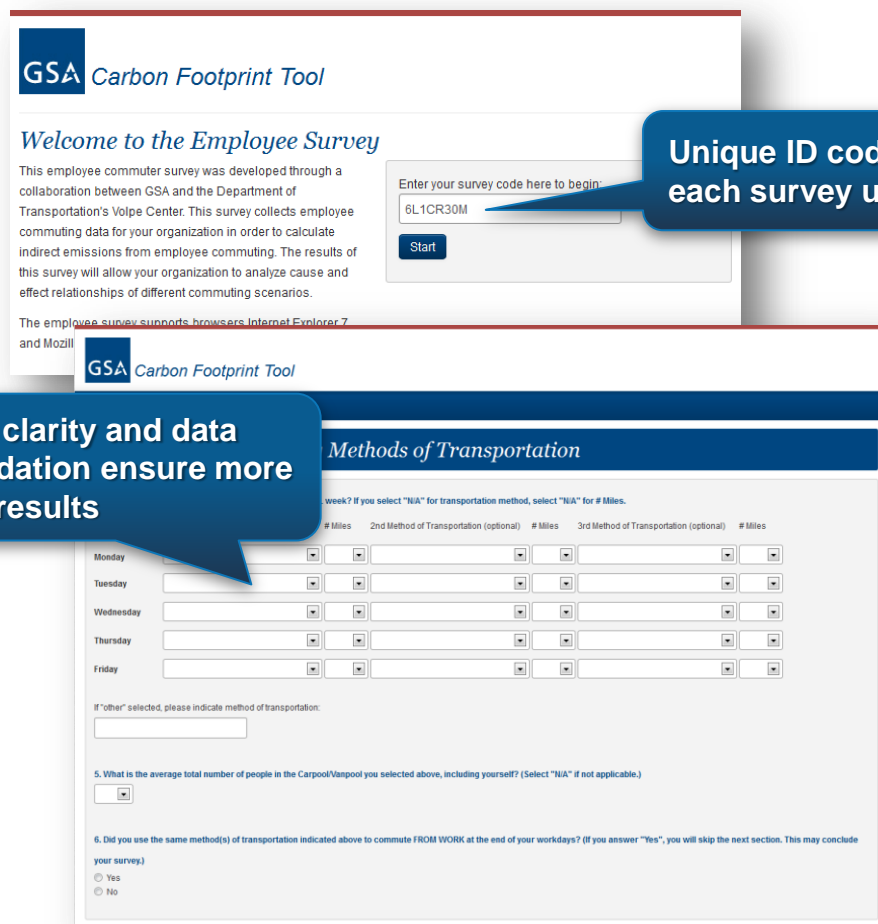
Sincerely,

[CREATOR NAME]

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Scope 3 Commuter Survey: Survey Deployment

- Easy to understand questions developed by experts at DOT Volpe Center and refined through usability testing.
- Data is validated during input to ensure more accurate results.
- Unique survey codes for each user to ensure privacy and prevent double-counting.
- Help desk support to assist users with questions and technical issues.



GSA Carbon Footprint Tool

Welcome to the Employee Survey

This employee commuter survey was developed through a collaboration between GSA and the Department of Transportation's Volpe Center. This survey collects employee commuting data for your organization in order to calculate indirect emissions from employee commuting. The results of this survey will allow your organization to analyze cause and effect relationships of different commuting scenarios.

The employee survey supports browsers Internet Explorer 7 and Mozilla

Enter your survey code here to begin:
6L1CR30M
Start

Unique ID code for each survey user

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Methods of Transportation

week? If you select "N/A" for transportation method, select "N/A" for # Miles.

	# Miles	2nd Method of Transportation (optional)	# Miles	3rd Method of Transportation (optional)	# Miles
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

If "other" selected, please indicate method of transportation:

5. What is the average total number of people in the Carpool/Vanpool you selected above, including yourself? (Select "N/A" if not applicable.)

6. Did you use the same method(s) of transportation indicated above to commute FROM WORK at the end of your workdays? (If you answer "Yes", you will skip the next section. This may conclude your survey.)
☐ Yes
☐ No

Question clarity and data input validation ensure more accurate results

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Scope 3 Commuter Survey: Survey Tracking

- Continuous survey monitoring and real-time tracking.
- Reminder emails sent to non-respondents to boost survey response rates.

Live tracking of response rates for instant feedback and for competition tracking.

Reminder Email

Reminder Email Subject: REMINDER - [ORGANIZATION NAME] Employee Commuting Survey ends on [SURVEY END DATE]

Dear [ORGANIZATION NAME] employee,

Our [ORGANIZATION NAME] employee commuter survey will be closing at 11:59pm on [SURVEY END DATE] and we need your help.

This survey is very important as it helps our agency measure and report our greenhouse gas emissions as required by Executive Order (EO) 13514, Federal Leadership in Environmental and Economic Performance.

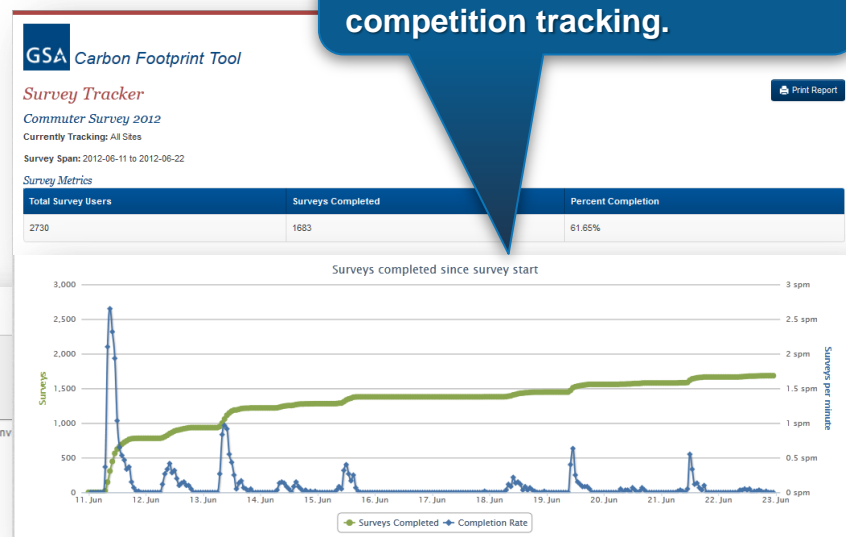
Text size is limited to 2,500 characters. Content is limited to letters, numbers and these symbols: & ' - , .

Your responses are completely confidential and will take no more than 10 minutes of your time.

As a reminder, please do not send your responses to anyone else. Only a representative sample of federal employees will receive this survey, and each survey can only be completed once.

For more information, please contact gsa-survey@nicc.nobis.org.

Customizable reminder emails triggered to non-respondents on pre-defined schedule.



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Scope 3 Commuter Survey: Post-Deployment

- Calculations (including sampling and handling of non-respondents) performed automatically when survey closes.
- Results presented in DOE FEMP Reporting Portal format.
- Survey results and key metrics displayed in Commuter Metric Report.
- Survey Administrator can download an Excel file of anonymous raw results for further analysis.

Key commuter metrics provided including average CO2e/commuter

Results calculated automatically and displayed in DOE FEMP reporting format

Teleworking Frequency

Frequency of telework among respondents:

5 times/week	4.46%
4 times/week	1.12%
3 times/week	1.42%
2 times/week	6.5%
1 time/week	25.65%
2 times/month or less	25.15%
Never	35.7%

Teleworking Barriers

Of the respondents who indicated they do not telework, they cited the following reasons:

Did not telework because must be physically present on the job (e.g., Law Enforcement)	18.24%
Did not telework because I have technical issues (e.g., connectivity problems)	5.58%
Did not telework because I was not allowed to, even though I have the kind of job where I can telework	35.36%
Did not telework because I chose not to telework	40.82%


DOE FEMP Report

Commuting Type	Commute Distance Traveled (Miles / Day)
Personal Owned Vehicle: Passenger Car	6,714.2
Personal Owned Vehicle: SUV/Truck (Gasoline)	0.0
Personal Owned Vehicle: SUV/Truck (Diesel)	1,180.5
Personal Owned Vehicle: Motorcycle	295.1
Car Pool	221.4
Van Pool	0.0
Bus	0.0
Metro / Transit Rail	1,660.1
Commuter Rail	110.7
Intercity Rail	0.0
Walking and/or Bicycling	0.0



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How Can an Agency Use the Tool?

- Self Register for a Preview Account: To sign up for a preview account, click on “Sign Up Now” at <https://www.carbonfootprint.gsa.gov>!
- Register: Request access to your agency data by sending an email to carbonfootprint@gsa.gov
- Learn more about the Tool’s Scope 3 Commuter Survey by visiting <https://www.carbonfootprint.gsa.gov/?Page=surveyRequest> or send an email to carbonfootprint@gsa.gov
- **Program Manager:**
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